

Office of Printing & Mailing Department of Administration

Your ONE Source Printer for State Agencies - Mailing/Certified & Addressing Services

201 N.W. MacVicar
Topeka, KS 66606
785-296-3631 – Cheryl Buxton, Director

Easy to submit print orders:

Just Email: DA 104 Print Form in Excel (fill out) –

Get from our website: <http://da.ks.gov/print>

Attach your “pdf” file & excel print form to email –

You are done !

We will then send out a proof.

Email Print Form to:

doa.printingcustomerservice@ks.gov

Mail Pick-up/delivery – morning & afternoons,
at agencies in Topeka

For any questions please call:

Dean Lopez – 296.0189

Stephanie Stahl – 296.0533

High Speed Color & Black Digital Printing

- Black ink Speed 17280 copies hourly

- Print size up to 12 x 18 sheets
- Weights of paper 20, 50, 60 lb. bond - 70, 80, 100 lb. text
- Cover: 65, 80, 100 lb. to 110 lb. index heavy card stock
- Tabs (black ink) automatically inserted
- Can number items on the printer
- NCR forms - low quantity



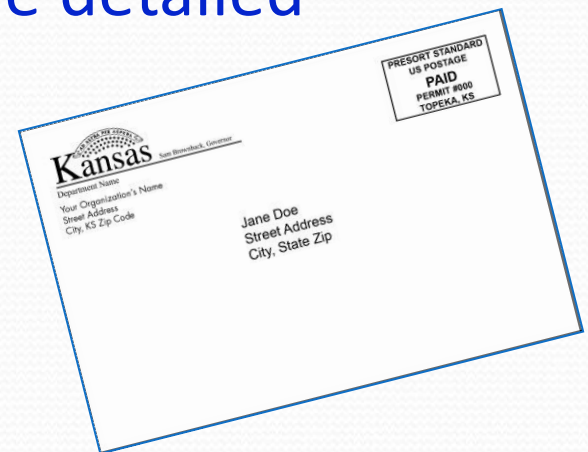
Color Digital Copier



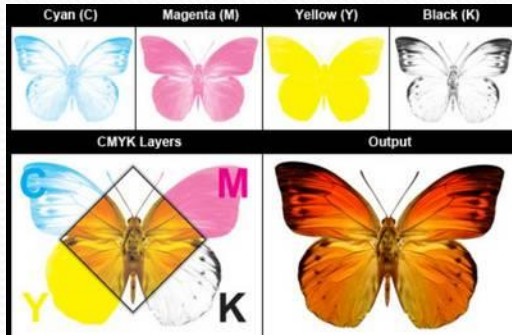
High Speed Digital Printer

Mailing, Addressing & Electronic Certified Mail

- ✓ State Printer is set up with the U.S. Postal Services.
- ✓ Software automatically cleans your data list of undeliverable addresses.
- ✓ Emailed summary report will include detailed costs to **customer**.



Types of Printing on Press



4 Color Process

CYMK four Color mix or
pick your PMS spot Color
also Black ink



Pantone Spot Color

Did you know...

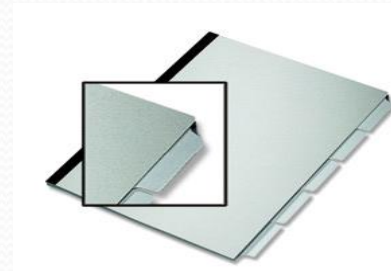
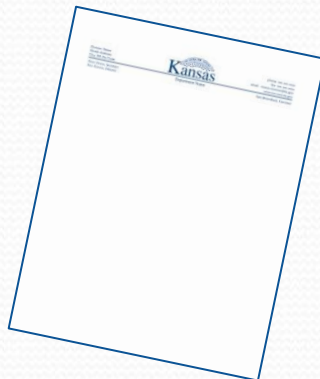
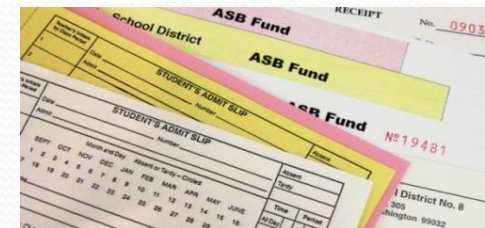
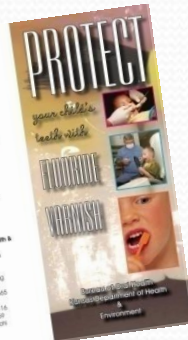
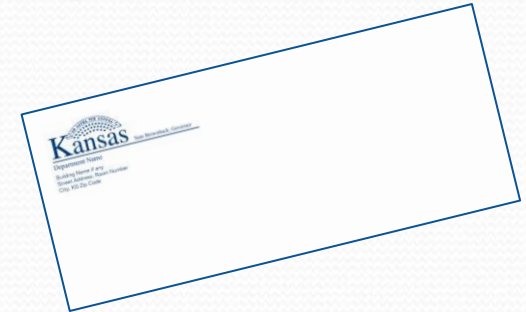
We have typesetters. We can
create almost anything.



Kinds of Printing



- Books, Manuals
- Brochures
- Business Cards
- Carbonless Forms
- Envelopes
- Flyers
- Index Tabs
- Labels
- Letterhead
- Newsletters
- Postcards
- Posters/Banners



Types of Binding:



Saddle Stitch Binding
Staple inside middle



Perfect Binding



GBC Comb Binding

Case Binding



Padding

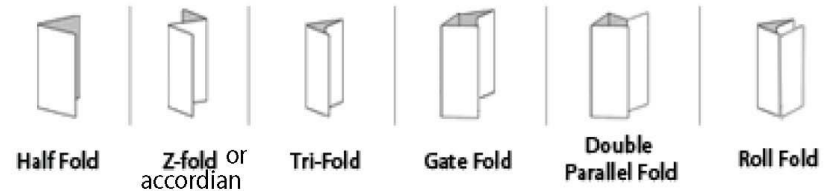
Coil Binding



Other Finishing Services



Cutting
Drilling Holes
Embossing
Foam Core Mounting
Foil Stamping
Folding options --
Laminating
Numbering
Perforating
Scanning
Scoring
Shrink Wrapping
String Tying
Variable Data Printing
Wafer Tabs for mailing



Some fold options not available in all brochure sizes.

